



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 12-06-068	OPENING DATE: 12-29-06	CLOSING DATE: 01-19-07	OPEN TO ALL APPLICANTS
POSITION: Assistant Legal Claims Examiner JS- 945-9	TYPE OF APPOINTMENT: Temporary, not to exceed 13 months	MINIMUM SALARY: \$44,856 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Crime Victims Compensation Program	LOCATION: 515 5 th Street, NW	Tour of Duty: Full-time	

BRIEF DESCRIPTION OF DUTIES: The Crime Victims Compensation Program assists innocent victims of violent crime and survivors of homicide victims and dependent family members with crime-related expenses. Incumbent determines eligibility for supplemental payments, obtains documentation to support claims, ascertains the method and amount of payments, and makes written recommendations to the Program Director. Verifies collateral resources and evaluates requested medical expenditures. Maintains oral and written contact with claimants on the status of claims, and assists in filing applications.

MINIMUM QUALIFICATIONS: Bachelor's degree in social work, criminal justice, public administration or a related degree, plus one (1) year of relevant experience. Work or volunteer experience in a court system, legal system or social services program is desirable. Equivalent combinations of relevant education and experience may be substituted. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors individually will disqualify you from further consideration.

1. Ability to research and apply laws, rules and procedural guidelines related to the "Victims of Violent Crime Act of 1996" (as amended).
2. Ability to analyze, compile, interpret and compare valid evidence in order to make sound decisions for recommendations regarding supplemental claims.
3. Ability to communicate effectively, orally and in writing, in order to interact effectively with claimants, court staff and the public.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, a writing sample, or further screening may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 500 Indiana Ave., NW, Washington, DC 20001.
For further information call (202) 879-0496 or visit our website at www.dcccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.